

State of Hawaii
Department of Public Safety
Hawaii Paroling Authority
Special Services Section

**Request for Proposals
No. PSD 05-HPA-09**

**Sex Offender Treatment for Parolees on
the Islands of Oahu and Maui**

December 9, 2004

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

December 9, 2004

REQUEST FOR PROPOSALS

Sex Offender Treatment for Parolees on the Islands of Oahu and Maui RFP No. PSD 05-HPA-09

The Department of Public Safety, Hawaii Paroling Authority is requesting proposals from qualified applicants to provide Relapse Prevention Treatment to Sex Offenders who have been paroled and are under the jurisdiction of the Hawaii Paroling Authority on the Islands of Oahu and Maui. The contract term will be from April 1, 2005 through March 30, 2006. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed and postmarked by the United States Postal Service on or before January 18, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on January 18, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Hawaii Paroling Authority will conduct an orientation on December 21, 2004 from 10:00 a.m. to 12:00 noon HST, at 919 Ala Moana Boulevard, Room 103, Honolulu, Hawaii. An orientation meeting will be held on the island of Maui on December 23, 2004 from 10:00 a.m. to 12:00 noon HST, at 54 High Street, Room Section B on the third floor, Wailuku. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on December 29, 2004. All written questions will receive a written response from the State on or about January 7, 2005.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Terri Ohta at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by telephone to (808) 587-1236.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
January 18, 2005**

All Mail-ins and Drop Off Site

Department of Public Safety
Planning, Procurement and Budget
Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

PSD RFP COORDINATOR

Ms. Terri Ohta
For further info. or inquiries

Phone: (808) 587-1236
Fax: (808) 587-1244

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE ABOVE LOCATION UNTIL 4:30 P.M., Hawaii
Standard Time (HST) January 18, 2005.**

BE ADVISED: All mail-ins postmarked by USPS after **January 18, 2005**, will be rejected.
Hand deliveries will **not** be accepted after **4:30 p.m., HST, January 18, 2005**.
Deliveries by private mail services such as FEDEX shall be considered hand
deliveries and will not be accepted if received after **4:30 p.m., HST,
January 18, 2005**.

RFP Table of Contents

Section 1 Administrative Overview

I.	Authority	1-1
II.	RFP Organization.....	1-1
III.	Contracting Office	1-2
IV.	Procurement Timetable	1-2
V.	Orientation	1-2
VI.	Submission of Questions.....	1-3
VII.	Submission of Proposals	1-3
VIII.	Discussions with Applicants	1-5
IX.	Opening of Proposals.....	1-5
X.	Additional Materials and Documentation	1-6
XI.	RFP Amendments	1-6
XII.	Final Revised Proposals.....	1-6
XIII.	Cancellation of Request for Proposals	1-6
XIV.	Costs for Proposal Preparation.....	1-6
XV.	Provider Participation in Planning.....	1-6
XVI.	Rejection of Proposals	1-7
XVII.	Notice of Award.....	1-7
XVIII.	Protests.....	1-8
XIX.	Availability of Funds	1-8
XX.	Monitoring and Evaluation	1-8
XXI.	General and Special Conditions of the Contract.....	1-9
XXII.	Cost Principles	1-9

Section 2 - Service Specifications

I.	Introduction.....	2-1
	A. Overview, Purpose or Need	2-1
	B. Description of the Goals of the Service	2-1
	C. Description of the Target Population to be Served.....	2-1
	D. Geographic Coverage of Service	2-1
	E. Probable Funding Amounts, Source, and Period of Availability.....	2-1
II.	General Requirements.....	2-1
	A. Specific Qualifications or Requirements	2-1
	B. Secondary Purchaser Participation	2-2
	C. Multiple or Alternate Proposals.....	2-2
	D. Single or Multiple Contracts to be Awarded	2-2
	E. Single or Multi-Term Contracts to be Awarded	2-2
	F. RFP Contact Person	2-3
III.	Scope of Work	2-3
	A. Service Activities.....	2-3
	B. Management Requirements	2-3
IV.	Facilities.....	2-5

Section 3 - Proposal Application Instructions

General Instructions for Completing Applications	3-1
I. Program Overview	3-2
II. Experience and Capability	3-2
A. Necessary Skills	3-2
B. Experience.....	3-2
C. Quality Assurance and Evaluation.....	3-2
D. Coordination of Services.....	3-2
E. Facilities	3-2
III. Project Organization and Staffing.....	3-3
A. Staffing.....	3-3
B. Project Organization	3-3
IV. Service Delivery.....	3-3
V. Financial.....	3-4
A. Pricing Structure	3-4
B. Other Financial Related Materials	3-4
VI. Other	3-5
A. Litigation.....	3-5

Section 4 – Proposal Evaluation

I. Introduction.....	4-1
II. Evaluation Process	4-1
III. Evaluation Criteria	4-2
A. Phase 1 – Evaluation of Proposal Requirements	4-2
B. Phase 2 – Evaluation of Proposal Application.....	4-2
C. Phase 3 – Recommendation for Award	4-5

Section 5 – Attachments

Attachment A.	Competitive Proposal Application Checklist
Attachment B.	Sample Proposal Table of Contents

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state-purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state-purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Public Safety
Hawaii Paroling Authority
919 Ala Moana Blvd., Room 100
Honolulu, Hawaii 96814
Attn: Colin Fukunaga

Phone (808) 587-2517 Fax (808) 587-2518

IV. Procurement Timetable

Note that the procurement timetable represents the State's best-estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	December 9, 2004
Distribution of RFP	December 9, 2004 to January 18, 2005
RFP orientation session	December 21, 2004 (Island of Oahu) and December 23, 2004 (Island of Maui)
Closing date for submission of written questions for written responses	December 29, 2004
State purchasing agency's response to applicants' written questions	January 7, 2005
Discussions with applicant prior to proposal submittal deadline (optional)	December 9, 2004 to December 21, 2004.
Proposal submittal deadline	January 18, 2005
Discussions with applicant after proposal submittal deadline (optional)	January 19, 2005 to January 25, 2005.
Final revised proposals (optional)	As required.
Proposal evaluation period	January 24, 2005 to January 28, 2005
Provider selection	February 7, 2005
Notice of statement of findings and decision	February 28, 2005
Contract start date	Date on Notice to Proceed (Tentatively April 1, 2005)

V. Orientation

Orientations for applicants in reference to the request for proposals will be held as follows:

Date: December 21, 2004 **Time:** 10:00 a.m. to 12:00 Noon
Location: 919 Ala Moana Boulevard, Room 103, Honolulu, Room 103, HI 96814

Date: December 23, 2004 **Time:** 10:00 a.m. to 12:00 Noon
Location: 54 High Street, Section B, Third Floor, Wailuku, Maui 96793

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state-purchasing agency.

Deadline for submission of written questions:

Date: December 29, 2004 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: January 7, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** - Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state-purchasing agency.

3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

Faxed proposals and/or the submission of proposals on diskette/cd or transmission by e-mail, website or other electronic means is not permitted.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000; the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state-purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state-purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state-purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith.
(Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state-purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Richard T. Bissen, Jr.	Name: Terri Ohta
Title: Acting Director	Title: Acting Administrative Services Officer
Mailing Address: 919 Ala Moana Blvd., Room 400, Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Blvd., Room 413, Honolulu, Hawaii 96814
Business Address: Same	Business Address: Same

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures

- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state-purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Hawaii Paroling Authority is responsible for the supervision of sex offenders who are paroled statewide. In addition, the Hawaii Paroling Authority is a member of the Sex Offender Management Team (SOMT), which is comprised of the Department of Public Safety, the Hawaii Paroling Authority, the Department of Health, the Department of Human Services, and the Judiciary. The SOMT, formerly known as Sex Offender Treatment Team (SOTT), was first established in 1986. The result of SOTT was presented in the Hawaii Master Plan for Adult Sex Offender Treatment: An Integrated Model (January 1989). The Master Plan provided a blueprint to the State of Hawaii for the coordinated delivery of adult male sex offender services across agencies. The SOMT is responsible for the development and implementation of sex offender treatment programs in the State of Hawaii to ensure compliance with the master plan. In accordance with the Master Plan, sex offenders who are released on parole are required to participate in sex offender treatment until clinically discharged. Research on the recidivism rate of Hawaii's sex offenders has demonstrated that a parolee's success on parole is improved if he participates in treatment during parole.

B. Description of the goals of the service

The goal of the sex offender treatment program is to provide an offender with cognitive coping skills so that he can better avoid high-risk situations that might lead to re-offense, and to cope with unavoidable situations when they occur.

C. Description of the target population to be served

Between 60 to 80 sex offenders are eligible for parole each year. The sex offender treatment program shall provide services to sex offender inmates who are paroled.

D. Geographic coverage of service

Sex offender treatment services, which shall include assessment, group therapy, and individual and family counseling, shall be provided on the Islands of Oahu and Maui.

E. Probable funding amounts, source, and period of availability

The funding available for services under this RFP is approximately \$30,000 for the period commencing on the date indicated on the Notice to Proceed for a period of 12 months. The contract may be extended for four (4) additional 12-month periods

or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. Service provider shall comply with all laws and regulations related to equal opportunity for employment or employment training.
2. Service provider shall comply with all policies and procedures specified by PSD.
3. Service provider shall submit monthly reports for sex offender parolees. Payment will not be made until the monthly report for the sex offender is submitted.
4. Service provider shall immediately report to the Hawaii Paroling Authority any sex offender parolee under this contract who violates the law, displays behavior or makes admission of illicit drug use, or failure to meet counseling, interview, or other appointments.
5. Service provider shall submit their sex offender treatment and family reunification curriculum when submitting their Request for Proposal.
6. Service provider must have a minimum of one year of successful experience in dealing with sex offender parolees.
7. Service provider shall submit an example of a previous forensic assessment report when submitting their Request for Proposal.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single☒ Multiple☐ Single & Multiple

Criteria for multiple awards: Awards(s), if any, shall be made by geographical area (Maui and Oahu), subject to the availability of appropriated funds. For the island of Oahu, three awards will be made. For the island of Maui, one award will be made.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs)☒ Multi-term (> 2 yrs.)

Initial term of contract: 12 months.

Number of possible extensions: 4

Length of each extension: 12 months.

Maximum length of contract: 5 years.

The initial period shall commence on the date indicated on the Notice to Proceed.

Conditions for extension: Subject to the availability of funds, mutual agreement in writing and execution of the contract prior to expiration.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Terri Ohta
Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Telephone: (808) 587-1236
Fax: (808) 587-1244

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

The Service Provider shall provide therapy to groups consisting of approximately eight (8) to twelve (12) sex offender parolees, with ten (10) the preferred number. Each therapy session will be approximately two-hours duration, but may be shorter or longer at the service provider's discretion.

The overall rehabilitation approach of the offender treatment shall be cognitive and behavioral with heavy emphasis on relapse prevention. The therapeutic approach shall be holistic, with a focus on the bio-psychological needs of the parolees (physical, mental, social, emotional, familial, and spiritual). Services shall be designed to help offenders change their thought processes, attitudes, values and behaviors from negative and dysfunctional to positive and self-fulfilling. The Hawaii SOMT is currently in the process of developing standards for the assessment and treatment of sex offenders. Once these new standards are set, those standards will be incorporated into the new contract.

The new standards will follow evidence-based principles of effective treatment intervention based in part on information received from Mr. William Woodward, a consultant to the Hawaii Interagency Council Intermediate Sanctions. Mr. Woodward's evidence-based principles are as follows:

1. Assess Actuarial Risk/Criminogenic Needs: Dysfunctional Family Relationships, Anti-Social Companions, Alcohol & Drug Problems, Low Self-Control, Anti-Social Attitudes, Callous Personality.
2. Enhance Intrinsic Motivation: Communicate Interpersonally in a Constructive and Sensitive Manner To Better Engage the Person.
3. Target Interventions: a) Prioritize Supervision and Treatment Resources for Higher Risk Offenders. b) Target Interventions to Criminogenic Needs. c) Be Responsive to Temperament, Learning Style, and Culture When Assigning Programs. d) Structure 40-70% of High Risk Offenders' Free Time for 3-9 Months and e) Integrate Treatment into the Full/Sentence/Sanction Requirements
4. Skill Train with Directed Practice: Promote Evidence-based Programming (Cognitive Skills, Relapse Prevention, Motivational Interviewing) that Emphasizes Cognitive/Behavioral Strategies).
5. Increase Positive Reinforcement: Reward Pro-Social Behavioral skills to Improve Compliance.
6. Engage On-going Support for Offenders in their Natural Communities (i.e. school, church, work).

7. Measure Relevant Practices: Short and long term outcomes.
8. Provide measurement feedback

The sex offender treatment services for parolees on the islands of Oahu and Maui shall be comprehensive and include a continuum of services such as assessment, group therapy, individual, family, and couples counseling, as defined below. Services under this section shall be provided to only those parolees referred by the Hawaii Paroling Authority.

Assessment Services

The service provider shall conduct an assessment only after the service provider is provided an assessment by the Hawaii Paroling Authority, which was conducted during the sex offender parolee's incarceration.

The psychosexual assessment is an interview utilized to obtain a family history, substance abuse history and sexual history. Individuals that are suspected to exhibit a thought disorder shall be referred for psychological testing and/or a psychiatric evaluation. The written assessment will summarize the personality profile, offender's credibility, amenability to community treatment, treatment needs and options, risk assessment and recommendations for treatment. The scheduling of dates and hours for the assessment shall be arranged jointly by the provider and the supervising parole officer for the mutual convenience of the provider, parole officer, and the parolee.

The service provider shall provide staff to conduct the assessment of sex offender parolees within fourteen (14) days of referral.

Assessment results shall be presented in writing to the referring parole officer within five (5) working days of the assessment session. Based on the assessment results, treatments plans shall be developed. Treatment plans shall include problem areas to be addressed in treatment, treatment services recommended (group, individual, couples, and family counseling), projected time in treatment, short and long range treatment goals, and shall measure a parolee's progress in treatment. Service provider shall develop and have a mechanism for periodic review and updating of the treatment plan as the parolee progresses through treatment with monthly written progress reports being submitted to the referring parole officer.

Treatment curriculum

The principles of relapse prevention that apply to treatment programs in sexual assault focus on: cognitive skills training to reduce thinking errors; skills training in social interactions, anger management, assertiveness,

communications, self-awareness, healthy sexuality, and victim empathy; acquisition of skills to recognize and cope with high-risk situations, self-gratification, and abuse.

Prior to the delivery of any treatment services, the service provider and therapists shall meet with the Department of Public Safety's Sex Offender Treatment Program's Administrator to review the appropriateness of each module of the treatment curriculum. Each module of the curriculum shall be specific in addressing sex offending. Aftercare and Victim Re-Unification modules shall be included in the treatment curriculum.

The provider's curriculum shall focus on knowledge acquisition, skill acquisition, and skill demonstration. Each lesson of each module in the service provider's treatment curriculum must include role rehearsal, role-play, and the practice of learned skills.

The first module of the curriculum shall be relapse prevention. If a sex offender in treatment is found to be in denial or minimizing his offense during this module, the service provider will schedule a "sexual history disclosure" or "specific question" polygraph exam to determine whether the offender is suitable to remain in treatment. If an offender enters the service provider's therapy group out-of-sequence such that relapse prevention is not his first module, the provider will schedule a polygraph exam after no later than three months since the offender entered treatment in any module, regardless of treatment progress up to that date.

The service provider shall remove from the treatment curriculum any module (e.g., Self Esteem) or any modality (e.g., psychoanalytic talk therapy) that is not proven by evidence to be effective in reducing criminal behavior.

The service provider shall not bill the Hawaii Paroling Authority for any expenses incurred during the curriculum development.

Before delivery of services to sex offender parolees at the start of the contract, the service provider shall supply the resumes of its therapists to HPA's Program Specialist to verify that they meet the qualifications of training and experience to deliver the treatment services. Any change in personnel will require the service provider to supply resumes of new staff to the HPA's Program Specialist.

Tools to implement the curriculum shall include, but are not limited to, the following: a) lesson plans; b) audio-visual teaching aids for treatment presentations; c) familiarity with the standards to evaluate each parolee's progress in therapy; d) treatment manuals, therapeutic training materials,

and parolee workbooks as needed to implement the curriculum; and e) progress reports in a format approved by the Hawaii Paroling Authority.

The Hawaii Paroling Authority shall provide the service provider with all relevant assessment and clinical information as they become available, which may include updated Level of Service Inventory (Revised), Minnesota Multiphasic Personality Inventory (Revised), sexual deviance self-report battery, psychosexual assessment, polygraph reports of offense history, and other relevant treatment documents received by the Hawaii Paroling Authority through the Department's SOTP Administrator during the sex offender's parole supervision term.

Consent to Treatment

Prior to the onset of therapy, service provider's therapists shall require that each sex offender parolee sign a Consent to Treatment contract specifying the terms and conditions of program compliance and rights of the inmate. The Hawaii Paroling Authority shall prescribe the format.

Provisions in the Consent to Treatment contract shall explain that participation is voluntary, that the inmate is free to withdraw at any time, and that the consequences of his actions during therapy may have an impact on his eventual parole. Provisions shall notify the offender that the one Consent to Treatment contract shall remain in effect during the duration of his participation in SOTP with the same treatment provider during parole. The service provider may initiate or modify the Consent to Treatment contract with the offender's assent after an interruption of services or whenever circumstances warrant.

The contract shall include provisions explaining the limited confidentiality of parolee's statements to the therapists, and to whom progress reports shall be forwarded (e.g., the Department's SOTP Administrator and Parole Board), and to whom reports shall not be forwarded (e.g., the Prosecutor, the sex offender parolee's attorney).

Provisions shall explain the sex offender parolee's need to share openly during therapy discussion, to complete assignments, to hold confidential disclosures within the group, and the consequences for failing to comply.

The contract shall explain the sex offender parolees' due process rights during suspension or termination, and steps to redress wrongs he feels he suffered during treatment or suspension from treatment.

The sex offender parolee shall be informed that any lawsuit initiated or threatened against his therapist must result in suspension from all future treatment with this same therapist or service provider's agency. The service

provider may not include provisions in the Consent to Treatment contract that specifically prohibit the sex offender parolee from initiating litigation against the provider.

Provisions shall explain that continuation of the sex offender parolee's SOTP participation is contingent upon funding through the Department and that therapy may be suspended for lack of funds.

The Consent to Treatment contract shall include provisions that specify that the sex offender parolee waive all confidentiality for disclosures made during therapy or assessment. The sex offender parolee shall be instructed by the service provider's therapists that the sex offender parolee's waiver of confidentiality cannot be withdrawn without the consequence of immediate termination of the sex offender parolee's participation in therapy or assessment up to the point of service termination.

If the sex offender parolee chooses to withdraw his waiver of confidentiality, the service provider's therapists shall prepare reports summarizing the sex offender parolee's participation in therapy or assessment up to the point of service termination.

The duration of each sex offender's treatment cannot be pre-determined. The Consent to Treatment contract shall not state the exact number of sessions or time span for treatment.

Curriculum

The principles of Relapse Prevention that apply to treatment programs in sexual assault suggest the following content areas:

- a. Cognitive skills training and human sexuality instruction to reduce thinking errors;
- b. The relationship between sexual assault and disinhibitors (e.g., emotions and substance abuse);
- c. Skills training in social interactions, anger management, Assertiveness, communications, victim empathy, and self-awareness;
- d. Recognition of high-risk situations, self-gratification, and alternatives to abuse.

Individual Therapy

Individual therapy may be needed to assist the parolee in identifying his arousal pattern, identifying his pre-offense chain, thinking errors and irrelevant decision-making. One hour individual sessions shall be utilized to

teach the offender behavioral techniques such as thought stopping, cognitive restructuring, and covert sensitization.

Individual therapy may be needed to assist the individual in identifying childhood sexual trauma, which distorted his sexual development, and treat associated posttraumatic stress disorder issues.

Individual treatment sessions for offenders on aftercare will focus exclusively on victim-reunification, family reunification, or immediate problems with program compliance. Individual sessions will not be scheduled for issues that can be shared in group format.

Family/Couples Therapy

Family/Couples therapy shall assist the parolee in engaging in on-going support with family members, their spouses, and community members. One-hour family/couples therapy sessions shall help the parolee in resolving issues that arise and in disclosing the truth about his problems to his support system.

Group Therapy

Minimum one-hour group therapy sessions shall be a structured one to two year program with a group process modeled after the relapse prevention model. Relapse prevention is a self-control program designed to teach individuals, who are trying to change their behavior, how to anticipate and cope with the problem of relapse. The relapse prevention model was developed within the area of addictive disorders but has been expanded to sex offenders. The relapse prevention model is based on social learning theory and combines behavioral and cognitive interventions. The focus is to identify and correct thinking errors, identify and modify the cycle of abuse, identify and correct sexually deviant interest, and develop victim empathy.

Cognitive-behavioral techniques such as aversive conditioning, cognitive restructuring, thought stopping, covert sensitization, satiation, contracts, covert reinforcement, modeling, role playing, social skills training, and relaxation training are used. Parolees learn to identify and anticipate high-risk situations, control their urges, develop more effective coping skills, maintain a more balanced lifestyle and gain a sense of control and self-efficacy.

Aftercare

For sex offender parolees, participation in SOTP in the community shall be aftercare treatment. Aftercare is not a continuation or repetition of modules mastered in a secure facility, but focuses on issues on specific offender encounters in his current environment that may precipitate sexual re-

offending. Because the offender has earned community status by successfully completing an SOTP curriculum in a secure setting, the new service provider's therapists will not impose a requirement that the offender also complete the provider's curriculum, other than aftercare. Imposing another full treatment curriculum shall be grounds for contract termination.

The service provider shall provide aftercare treatment that is sex-offending specific. The provider shall not provide treatment sessions to address problems (i.e., substance abuse, workplace anger, vocational rehabilitation) that are not linked specifically to the commission of new sex crimes. The provider shall refer the offender to other counseling programs in order to address his non-sex offending issues.

Aftercare shall be designed for parolees who submit in writing how they have met the objectives of relapse prevention. The parolee shall identify at least five individuals in his life who are aware of his offense history and potential for high-risk situations. He shall be required to complete a polygraph to support that he is truthful and continues to maintain compliance to the treatment goals. Aftercare serves as a support group, reminding the individual to maintain a commitment to the goals of relapse prevention.

Lastly, aftercare treatment shall progress through stages to eventual clinical discharge. Within the first year of parole, the service provider shall reduce the sex offender parolee's attendance monthly attendance to once, twice, or three times per month. If the service provider believes the sex offender parolee should maintain weekly attendance beyond the close of the first year, the service provider shall send written justification to the Department's SOTP Administrator, who may accept or reject the service provider's continued aftercare treatment plan.

The service provider shall require that each sex offender parolee in treatment be polygraph tested at least once per year. Passing all polygraph exams without blemish during the sex offender parolee's first two years on parole shall be sufficient justification to support a sex offender parolee's clinical discharge.

A sex offender parolee's level of risk shall be calculated every six months by the sex offender parolee's supervising parole officer by updating the offender's score on the Level of Service Inventory (LSI) Revised and by a dynamic actuarial risk instrument (e.g. SONAR). Disputes between an offender and the service provider's therapists are not grounds to increase the offender's level of risk or to extend therapy.

The service provider or the offender's supervising officer may submit a request to the Department's SOTP Administrator that an updated

psychosexual assessment be approved and conducted to help determine whether the offender's level of risk should be adjusted.

Maintenance

At any time during the second year of parole, but no later than the end of the twenty-fourth month of therapy on parole, the service provider shall place the sex offender parolee on maintenance status whereby the sex offender parolee shall attend therapy sessions once per month, or less frequently if deemed appropriate by the therapist. By the beginning of the third year of parole, each sex offender parolee should be treated on a maintenance attendance schedule. If the service provider believes the offender is not ready for maintenance status, the service provider shall send written justification to the Department SOTP Administrator, who may accept or reject the service provider's continued maintenance treatment plan.

A session with family members and/or significant others is held prior to maintenance to further assess progress and abstinence from deviant and antisocial behavior. Maintenance meets for one hour every three months for one year. Monthly maintenance therapy sessions may continue up to two years, provided polygraph examinations are conducted no less frequently than once yearly. The completion of maintenance shall result in a clinical discharge from the program. Clinical discharged may be awarded to the offender at any time during aftercare or maintenance status but no later than the end of the fourth year of therapy in the community.

The Hawaii Paroling Authority shall withhold payment to the service provider for services provided to any sex offender parolee whose extended aftercare or maintenance treatment plan was rejected by the SOTP Administrator. In addition, the SOTP Administrator will notify the sex offender parolee's parole officer to direct the offender to obtain services from a new treatment provider.

A sex offender parolee shall forfeit aftercare or maintenance status if he engages in serious high-risk behaviors that make him subject to parole violation. An occasional lapse in attendance or homework completion is not sufficient grounds to justify reverting the sex offender parolee to an earlier treatment status.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors of the statutes which provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer

serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663 of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the sex offender parolees under this contract being under the jurisdiction of the Hawaii Paroling Authority, the Service Provider shall employ staff that is suitable to deal with these parolees. The Service Provider or SubProvider shall not hire persons currently serving a criminal sentence (i.e. on furlough from a correctional facility, on probation, on parole, or under the terms of DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Hawaii Paroling Authority. The Hawaii Paroling Authority will review and agree to the employment of service provider's staff and sub-providers in writing. The Hawaii Paroling Authority shall agree to any changes to staff and/or sub-providers in writing.

Service Provider shall be responsible for providing therapists to lead the therapy groups. The Service Provider shall not use therapists or staff employed by the State of Hawaii to deliver therapeutic services unless the provider has first contacted the State Ethics Commission to receive information regarding any possible limitations or restrictions imposed by the State. During the provider's delivery of services, State employees may provide training to the provider's therapists, or receive training from the provider's therapists, but shall not be paid for their time from funds awarded to the provider.

The Service Provider shall provide two (2) therapists to co-facilitate each group therapy session and screening interview. A single therapist shall be allowed to conduct group therapy sessions during the absence of co-facilitating therapist for no longer than four sessions. After four sessions without two therapists, further sessions shall be cancelled until the co-facilitating therapist returns or a suitable replacement can be found. Individual sessions and pre-screening file reviews may be performed by therapists acting alone.

The minimum qualifications for the service provider shall be as follows:

- a. The service provider's primary prevention group therapist shall hold a Master's Degree or higher in the Behavioral or Social Sciences (psychology, social work, or related field granted by an accredited institution of higher education).

- b. The service provider's co-therapist shall hold a Bachelor's Degree or higher in the Behavioral or Social Sciences, and shall provide services under the direct supervision of the primary therapist. Documented training and experience may be substituted for a Bachelor's Degree with the written approval of the Hawaii Sex Offender Team.
- c. The service provider's primary and co-therapist(s) shall have demonstrated specialized competence in sex therapy and human sexuality as demonstrated by training, supervised clinical experience, along with continuing education in sex therapy.
- d. The service provider's primary therapist and co-therapist(s) shall have demonstrated specialized competence in behavioral treatment of paraphilias and sex-offending behaviors as documented by training, supervised clinical experience, and continuing education.
- e. The service provider's primary therapist shall have at least one year of general psychotherapy experience with sex offenders, violent offenders, substance abusers, adult or juvenile corrections, probation/parole or similar populations.
- f. The service provider's primary therapist and co-therapist(s) shall implement the Relapse Prevention Model as prescribed by the Hawaii Sex Offender Management Team.
- g. The service provider's primary therapist and co-therapist(s) shall be willing to work cooperatively as a member of an interdisciplinary treatment team.
- h. The service providers primary and co-therapist(s) shall maintain that community safety issues shall override the usual rights of confidentiality. The service provider's primary and co-therapist(s) shall be willing to provide services knowing that sex offender parolees shall be required to sign a waiver of confidentiality. Services provider primary and co-therapist(s) shall comply and support this practice of non-confidentiality by:
 - (1) Maintaining weekly contact with the sex offender's parole officer.
 - (2) Addressing community safety issues, cooperating with the sex offender's parole officer, and monitoring and reporting the degree of risk that the offender poses to the community.
- i. The service provider's primary therapist and co-therapist(s) shall have services monitored by the Hawaii Sex Offender Management Team, the Department of Public Safety, and the Hawaii Paroling Authority,

through the use of audiovisual recordings and/or on-site visits by designated personnel and consultants at the discretion of the respective agency.

- j. The service provider's primary therapist and co-therapist(s) shall be willing to participate in multi-disciplinary meetings.

The Hawaii Paroling Authority expects the service provider to pay therapists sufficient wages to maintain them for uninterrupted delivery of services throughout the course of treatment. Frequent turn-over in service provider's staff may be grounds for contract termination or funding reduction.

2. Administrative

The therapist hired by the service provider shall receive instructions directly from the Paroles and Pardons Administrator of the Hawaii Paroling Authority or his designee.

The appropriateness of the service provider's treatment curriculum, whether as to content or delivery, shall be reviewed by the Hawaii Paroling Authority, with the decision of the Hawaii Paroling Authority becoming binding upon the service provider.

The service provider will follow the guidelines for the treatment of sex offenders as set forth by the Hawaii Sex Offender Management Team "Guidelines for Treatment, Revised" whenever possible. (A set of the most recently updated SOMT Guidelines is available upon request from the SOTP Administrator.) New guidelines for the treatment of this population may be developed in the course of this contract, after consultation with the SOTP Administrator, who will present the new guidelines to SOMT for review.

Services delivered to inmates will be standards-based and evidenced based. The service provider's therapists shall use performance-based criteria to judge the progress of offenders receiving treatment.

The nature and scope of the services shall be performed in accordance with established clinical principles, clinical practices, and clinical ethics of the American Psychological Association.

The nature and scope of the services shall conform to State and Federal statutes that require clinicians to report to Child Protective Services or local police a sex offender parolees' disclosure of suspected sexual abuse of

children under his/her care, including incidents in the past. The clinician's decision to report is not optional.

The service provider shall maintain and show proof of a liability insurance policy of at least one million dollars. The State of Hawaii shall be named as additional insured and shall be notified at least thirty (30) days prior to cancellation of the policy.

3. Quality Assurance and evaluation specifications

The Service Provider shall ensure quality assurance and on-going evaluation of the project goals, objectives and activities.

The Hawaii Paroling Authority shall monitor the services during the project period to evaluate the results of the services. During these monitoring visits, the Service Provider shall make available to the Hawaii Paroling Authority for review, project files, fiscal records, curriculum, treatment plans, data collection results, etc.

4. Output and performance/outcome measurements

The Hawaii Paroling Authority's Program Specialist shall monitor the service provider's therapists' compliance and evaluate services performed. Unacceptable professional practice or deviations from the curriculum shall be evaluated by HPA'S Program Specialist, who may at any time suspend or terminate the services under the provisions of this contract. Prior to such suspension, the service provider shall be allowed to make every effort to correct any perceived unprofessional conduct by its therapists and shall be given reasonable time to do so. Reasonable time shall be determined by the Hawaii Paroling Authority's Paroles and Pardons Administrator who is responsible for the supervision of HPA's Program Specialist.

The service provider shall follow the guidelines for the treatment of sex offenders as set forth by the Hawaii Sex Offender Treatment Team, which has recently adopted the name Sex Offender Management Team, ("Guidelines for Treatment, Revised".

The nature and scope of the services shall be performed in accordance with established clinical principles, clinical practices, and clinical ethics of the American Psychological Association.

The service provider's staff shall conform to the State and Federal statutes that require clinicians to report to Child Protective Services an offender's disclosure of suspected sexual abuse of children under his/her care, including incidents in the past. The clinician's decision to report is not optional.

The effectiveness of the service provider's efforts shall be gauged by the following criteria:

1. Improvement in offender's Level of Service Inventory (Revised) scores during incarceration and parole.
2. Passing of all polygraphs during offender's treatment and supervision.
3. Sex offender parolee's discharge from treatment.
4. Arrest for technical parole violation.
5. Arrest and conviction for new crime.
6. Arrest and conviction for new non-sex felony.

5. Experience

The minimum qualifications of each group's primary therapist shall be a Masters degree in a social or behavioral science, and one-year experience working with sex offenders using the relapse prevention model. The minimum qualifications of the secondary therapist(s) shall be a Bachelor's degree. Experience working with sex offenders is not a requirement for the secondary therapist.

The service provider shall have a minimum of one year of successful experience in dealing with sex offender parolees.

6. Coordination of Services

Not applicable.

7. Reporting requirements for program and fiscal data

The service provider shall provide monthly progress reports on each sex offender parolee's progress to HPA's Program Specialist.

Progress reports shall include:

- a. The name of the parolee, correctly spelled.
- b. The date of the report.
- c. The time period the report covers.
- d. The name of the agency providing services.
- e. The first and last name(s) of the therapists(s) providing the service during the time covered by the report.
- f. The location where the service was delivered.
- g. The number of attended sessions versus the total number of session offered during the time period covered by the report.

- h. The parolee's status at the end of the time period covered.

Each progress report for each inmate shall be stamped CONFIDENTIAL in the upper right corner of the first page.

Reports submitted by the service provider shall focus on the content of the individual's progress in treatment modules. Reports that focus primarily on a parolee's attendance and speaking skills will be rejected by the Hawaii Paroling Authority as insufficient to convey whether the parolee has grasped the concepts of the treatment curriculum. The submission of inadequate progress reports shall be grounds for contract termination.

Each sex offender parolee's monthly or quarterly report shall describe his progress in acquiring knowledge, acquiring skills, and demonstrating skills in each pro-social behavior targeted for improvement by the provider's therapist. A pre-and post-test comparison on acquired knowledge is insufficient. Progress reports shall describe the role-play, role rehearsal, and role practice exercises that demonstrate the sex offender parolee's acquisition and competence in pro-social behavior.

The service provider shall submit a short, separate report for each individual session that shall include the reason why an individual session was necessary rather than addressing the sex offender parolee's issue in group therapy, the specific problem addressed during the session, the intervention used, the outcome, and any additional problems encountered that may require additional specialized treatment.

Monthly or quarterly progress reports for group sessions or family sessions shall include the stated goals covered during the reporting period; the sex offender parolee's improved performance to reach the stated goal; any problem encountered during the reporting period and how those problems were addressed.

As ruled by the Office of Information Practices, the Department of Public Safety may withhold from inspection by the inmate or his attorney all confidential progress reports, assessments reports, and treatment recommendations provided by the service provider, unless instructed otherwise by the Department of the Attorney General.

Whenever the service provider is requested by the offender, his family, or attorney to provide assessment reports or treatment progress reports to the sex offender parolee, his family, or his attorney, the service provider shall inform the requesting party that such reports are the property of the Department of Public Safety and that all requests should be directed to the Department's SOTP Administrator. The service provider shall notify the

Department's SOTP Administrator that such a request was made. The service provider shall not release such reports directly to the offender or to any party representing the offender. Hawaii Revised Statutes Chapter 92 Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.

Whenever the service provider is requested by agents from another criminal justice or law enforcement agency (e.g., Adult Probation, Child Protective Services) to provide assessment reports or treatment progress reports to the agency, the service provider shall not release such reports directly to the requesting agency but shall inform the agency to direct their request to the Department's SOTP Administrator.

Whenever the service provider is contacted by agents from another criminal justice or law enforcement agency and asked to supply unofficial verbal comments about any offender under the service provider's care, the service provider may elect to provide new information or expand upon information already presented through previously submitted progress reports or assessment reports. In such instances, the service provider shall provide written summary of all shared comments to the Department's SOTP Administrator and the Hawaii Paroling Authority for entry into the sex offender parolee's official treatment records.

The service provider shall be candid in notifying the Hawaii Paroling Authority in writing: a) of additional treatment recommendations needed about each parolee, or b) of concerns paramount to the preservation of public safety.

8. Pricing structure or pricing methodology to be used

All costs of the period of the contract shall be included in the bid price. Transportation by sea shall be disallowed.

Pricing shall be based on rate per unit of services provided. Extraordinary additional costs incurred by the service provider to deliver agreed-upon services (transportation, office supplies, etc.) shall not be reimbursed.

9. Units of service and unit rate

Not Applicable.

10. Invoicing and Payment

The service provider shall submit to the Staff Services Supervisor of the Hawaii Paroling Authority a monthly invoice (an original and three copies)

for payment of delivered services no later than 30 days after the last treatment intervention for the month.

Each monthly invoice shall include:

- (1) The date and time of each session, whether completed or interrupted and whether for assessment, group, family, couples, or individual treatment.
- (2) A roster for each session of inmates who attended each session, signed by each inmate in his handwriting and by the treating therapists.
- (3) A one-page summary roster attendance sheet for the entire reporting period.
- (4) For absent parolees, whether they were excused or unexcused, and the reason for the absence.
- (5) For psychosexual assessments, the date, time, and location of the assessment, and a copy of the examiner's results.

The service provider's invoices shall not include costs incurred by the Subcontracted service providers unless such costs are paid by the service Provider under the terms and conditions provided herein.

The State of Hawaii shall pay for the first 13 weeks of services and thereafter the service provider shall invoice and shall be paid by the sex offender parolee. A copy of the invoice, which is sent to the sex offender parolee shall be sent to the Hawaii Paroling Authority.

The invoice shall include the contract number and the Request for Proposal number PSD 05-HPA-09.

The invoices shall be mailed to the following address:

Donna Cazinha, Staff Services Supervisor
Hawaii Paroling Authority
1177 Alakea Street, Ground Floor
Honolulu, Hawaii 96813

11. **Compensation and Payment Schedule**

Payment Schedule:

For each type of service delivery, and depending upon the number of participants in each therapy group, the service provider shall be paid at an hourly rate according to the following schedule:

Per hour per parolee for assessment sessions.

Per hour per parolee attending group therapy sessions, up to a maximum of 12 parolees per group.

Per hour per parolee for individual, family, and couple therapy sessions.

Per hour per parolee for aftercare and maintenance sessions.

IV. Facilities

The service provider shall have an office space with an area no less than 300 square feet wherein a treatment group can be held.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state-purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency in providing sex offender treatment services.
2. List of experience as an agency in providing services to offenders.
3. List of contracts performed for the Department of Public Safety.
4. List of other prior contracts with the public sector in providing services for sex offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success that the applicant has had in recruiting and retaining quality staff.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The service provider shall submit the clinical discharge criteria in this proposal.

D. Coordination of Services

Not applicable.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a complete curriculum proposed to provide a comprehensive program for sex offenders. This curriculum shall include the following:

1. Program philosophy and evidence-based research to support it;
2. Program components;
3. Treatment modules, including Aftercare and Re-unification if offered.
4. All forms, such as Consent to Treatment, module contracts and progress reports.
5. Criteria to measure performance-based improvement to clinical discharge.
6. Reinforcers, both rewards and punishments, for compliance.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state-purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on unit of service pricing structure. Proposals shall also include the unit cost for each component as well as estimated number of units to be provided. The pricing shall include all taxes, shall be all inclusive cost to the State, and no other charges will be honored.

Units of Service and Unit rate

Unit cost for assessment sessions
 Unit cost for individual therapy sessions
 Unit cost for family/couples therapy sessions
 Unit cost for group therapy sessions
 Unit cost for aftercare sessions
 Unit cost for maintenance sessions

The following forms shall be submitted with the Proposal Application:

- * SPO-H 205, Budget
- * SPO-H-205A, Organization-Wide Budget By Source of Funds

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address).

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluations

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Registration (if not pre-registered with the State Procurement Office)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

6 pts

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

6 pts

- One (1) year of experience in providing services to sex offenders.
- Demonstrated experience with other public agencies in providing sex offender treatment services for sex offender.
- Ability to recruit and retain quality staff.

C. Quality Assurance and Evaluation	6 pts
<ul style="list-style-type: none"> Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. 	
D. Coordination of Services	N/A
E. Facilities	2 pts
<ul style="list-style-type: none"> Adequacy of facilities relative to the proposed services. 	

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing	8 pts
<ul style="list-style-type: none"> <u>Proposed Staffing</u>: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 	4 pts
<ul style="list-style-type: none"> <u>Staff Qualifications</u>: Minimum qualifications (including experience) for staff assigned to the program. 	4 pts
B. Project Organization	7 pts
<ul style="list-style-type: none"> <u>Supervision and Training</u>: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 	4 pts
<ul style="list-style-type: none"> <u>Organization Chart</u>: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 	3 pts

3. *Service Delivery (55 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

• Program philosophy	<u>5 pts</u>
• Program components, Treatment modules, including Aftercare and Re-unification.	<u>30 pts</u>
• Criteria to measure performance and program discharge/completion	<u>5 pts</u>
• Reporting, including forms and contracts	<u>10 pts</u>
• Rein forcere to insure offender compliance	<u>5 pts</u>

4. *Financial* (10 Points)

- Competitiveness and reasonableness of unit of service as applicable
- Adequacy of accounting system.

Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state-purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*. *

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

Authorized Signature

Date

Proposal Application Table of Contents

I.	Program Overview	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
1.	Proposed Staffing.....	7
2.	Staff Qualifications	9
B.	Project Organization	10
1.	Supervision and Training.....	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal SPO-H-205 Proposal Budget	
B.	Other Financial Related Materials Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart Program Organization-wide	
D.	Performance and Output Measurement Tables Table A Table B Table C	
E.	Program Specific Requirement	